

**Paralegal Advisory Committee**

**Meeting Agenda**

**Wednesday 12th October 2016**

**Time: 11:30 am—12.30 pm**

**Meeting Location: PUB 258B**

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| **Agenda Item** | **Expected Outcome** |
| 1. Call Meeting to Order – Committee Chair |  |
| 1. Welcome and Introductions – Committee Chair   **Review of current committee officers: Elections?**  (Confirmation of officers for duration of teach out) | New members/guests introduced |
| 1. Approval of Minutes from Last Meeting  * April 20th 2016 | Corrections indicated and/or approval of minutes as written. |
| 1. Office of Instruction Updates- Cathy Sherick |  |
| 1. Dean Howard: Update to Teach Out |  |
| 1. Introduction of the new program Director- Greg Finley |  |
| 1. ‘Paralegal Teach Out: The Advising Perspective’   – Wendé Fisher, Advising Center | Functionally supporting the program and students through the teach-out. |
| 1. ‘Assisting Paralegal Students: the Careers Perspective’   – Brianna Lisenbee, Careers Services | Functionally supporting the program and students through the teach-out. |
| 1. Summary of follow-up action items   – Committee Chair | Summary of follow-up actions communicated to the committee. |
| 1. Establish next meeting date and adjournment   – Committee Chair | Meeting dates: |